

- Tag the first instance of a particular term only once within all <scopecontent> notes (i.e., if tagged in archdesc level, do not tag in series or subseries level <scopecontent>)
- The *normal* attribute can be used to offer normalized forms of names or terms, but remember doing this can be very time-consuming and is not easily automated. In addition, if the *normal* attribute is used, a *source* attribute should be employed to indicate the controlled vocabulary used.